Suntec SINGAPORE Convention & Exhibition Centre

The Preferred Place To Meet

[AP-008]

[FOOD SHOW] EXTERNAL F&B VENDOR **PERMIT**

This permit is required for all contracted F&B shows, where F&B or sampling are provided by an external party. Please complete and submit this permit application to your dedicated Suntec Point of Contact (SPOC) no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT**.

All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

Mandatory Requirements

- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- This permit is must be completed for all food shows engaging an external vendor for F&B.
- All F&B undertaken by external vendors should be produced and distributed within the booth area.
- Event organiser has the responsibility to ensure that WSH legislation and SWP are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.
- No food preparation equipment, including hot surfaces are to be left unattended when in use.
- Signage should be clearly positioned next to any cooking surface, to provide warning of hot surfaces.
- All sharp items are to be stored safely, and when in use, kept at a distance from participants.
- For health reasons, safety standards in reference to hygiene, cleanliness and sanitation must be followed at all times.
- Fats and oils must be disposed off-site by a specialist contractor.
- All supporting documents as listed in this form, are required to be submitted to Suntec Singapore.
- Non-slip mats should be provided within cooking areas and any spillage must be cleaned immediately.
- Only induction and deep-oil fryers are permitted forms of cooking in Suntec Singapore. No 'open -flame' cooking is allowed, including the use of liquid gases or cartridge types.
- The use of induction hot plate, solid fuel burners used to warm food that has been prepared/cooked is permitted.
- Caterers are required to provide signage on F&B stations, stating the company's name and contact details and to clearly identify that the food is not from Suntec Singapore's in-house facilities.
- For demonstration areas, the event organiser must maintain a safety clearance of 3 metres from the guests.
- Two 4.5kg ABC type fire extinguishers must be visibly displayed for emergency use.
- Combustible materials are to be kept to a minimum and away from heat sources.
- Smoke-generating devices are to be controlled such that they do not activate the smoke detector.
- The event organiser must undertake manpower, logistics, distribution and waste management. Suntec Singapore will not assist with such logistical matters.
- Contractors must comply with all safety guidelines.
- Suntec Singapore reserves the right to decline vendor requests and revoke permits if deemed necessary.

Contact Details

Licensee/Authorised Party's Name:

Licensing Agreement Number: C P

Event Name:

Event Location (Hall/Room Number):

Contact Number:

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Supporting Documents Required

The following documents are required to be submitted as part of this permit application:

- NEA/SFA food handling licence (per person)
- NEA/SFA shop/manufacturing licence or import licence
- General liability insurance (with a minimum coverage of $1,000,000 per claim)

Declaration

I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by Suntec Singapore:

Signature & Company Stamp

D	D	M	M	Y	Y	Y	Y

For Internal Processing Only

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Reasons for rejection:

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SPOC's Signature: